

**CONFIDENTIAL**

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**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Chief, Intelligence School

DATE: 17 March 1958

FROM : Chief, Clerical Training

SUBJECT: Report Number 11, Week 11 - 17 March 1958.

1. Numbers in Clerical Induction Training. During the week of 11 March there were 26 people in Clerical Induction Training. Of those 9 were entering for the first time.

2. Numbers in Clerical Orientation Training. During the week of 11 March there were 9 people in Clerical Orientation.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for week of 11 March were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	4	1
Typewriting	5	4

4. Clerical Refresher Training Program Number 76 Completed 7 March 1958. Clerical Refresher Training Program 76 ended 7 March 1958 with students enrolled from the following agency components: DDP 20; DDI, 20; DDS, 16. The total students enrolled were 56.

5. Testing of Summer Employees. Beginning on Saturday, 15 March, and continuing through Saturday, 12 April, the A & E staff will test personnel who are applying for summer employment with the Agency. [ ] is in charge of this testing program. Clerical Induction training space, Room 401 at 1016 Sixteenth Street.

Document No. 051 28NO CHANGE in Class. ☒☐ DECLASSIFIED

Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 9 March 1978

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